Leveraging Technology

Purpose of Survey

The Statewide Learning and Performance Management Office and HR Modernization are inventorying technology tools and services owned and used by State Agencies and Departments. Let's share what we can. By sharing State-owned resources and technology, we may expand their use and reduce the need to purchase new equipment or software. The information gathered from this survey will be compiled and published for your use. One example of potential use is to provide expanded training services. Please coordinate your responses with your Information Technology (IT) staff. Please complete the questions and provide your contact information by April 30th.

One response per department.

For questions please contact Christina Wise at Christina.Wise@dpa.ca.gov

* Please complete the following:

Name:

Department/Agency:

Title:

Email Address:

Phone Number:

Leveraging Technology

* Do you use or have webcasting services that you are willing to share with other departments?

(A transmission of live or pre-recorded audio and video to computers that are connected to the Internet. Similar to TV or radio, webcasting provides specific broadcast communications. The software that enables webcasting is known as streaming media.)

jn Yes

jn No

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Webcasting

What is the name of the webcasting product?

[   ]

How much does it cost to use?	How is it billed?
[ ]	[ ]

Other (please specify)

[   ]

What system requirements are needed to participate as an end user?

[   ]

What system requirements are needed to use the product as a leader?

[   ]

What is the maximum number of people that can participate?

[   ]

Do you have any training materials/resources on how to use this technology?

○ Yes

○ No

Who can be listed for other departments to contact?

[   ]

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Webinars

* Do you use or have webinar services that you are willing to share with other departments?

(Short for Web-based seminar. Webinars are like conference room based seminars where participants view the presentation through their Web-browser and listen to the audio through their telephone. A key feature of a webinar is its interactive elements- the ability to give, receive, and discuss information.)

- Yes
- No

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Webinars

What is the name of the product?

[   ]

	How much does it cost to use it?	How is it billed?	Is it license based or subscription based?
	[ ]	[ ]	[ ]

Other billing method (please specify)

[   ]

What system requirements are needed to participate as an end user?

[   ]

What system requirements are needed to use the product as a leader?

[   ]

What is the maximum number of people that can participate?

[   ]

Do you have any training materials/resources on how to use this technology?

- jn Yes

- jn No

Who can be listed for other departments to contact?

[   ]

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Videoconferencing

* Do you use or have videoconferencing equipment that you are willing to share with other departments?

  (A set of interactive telecommunication technologies which allow two or more locations to interact via two-way video and audio transmissions simultaneously.)

  jn Yes

  jn No

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Videoconferencing

How much does it cost to use it?	How is it billed?	Is it license based or subscription based?

Other billing method (please specify)

What system requirements are needed to participate as an end user?

What system requirements are needed to use the product as a leader?

How do you access it?	Can you bridge between IP Address and videoconferencing equipment?

Do you have any training materials/resources on how to use this technology?

jn Yes

jn No

Who can be listed for other departments to contact?

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Software Applications

We are specifically interested in applications used for web presentations or training course development.

Do you use any of the following software applications?

	Do you use this software?	Does it require a license(s)?	How many licenses do you have?
Captivate			
Articulate			
Camtasia			
Adobe Presenter			

Please specify any other software

Can you share your licenses (if not used) with other State departments (per your licensing agreement)?

○ Yes

○ No

Are you willing to convert another department's training materials using your license into an automated format?

○ Yes

○ No

Do you have training materials/resources on how to use this technology?

○ Yes

○ No

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Learning Management System (LMS)

* Do you use or have learning management system (LMS) services that you are willing to share with other departments?

(A software application for the administration, documentation, tracking, and reporting of training programs, classroom and online events, e-learning programs, and training content.)

jn Yes

jn No

Learning Management System (LMS)

Would you be interested in a free LMS program developed by a state agency for use by your department?

- ☐ Yes
- ☐ No

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Learning Management System (LMS) Off the Shelf Product

* Did you buy an off the shelf LMS product?

- Yes

- No

Learning Management System (LMS) Off the Shelf Product

Which off the shelf LMS product do you have?

What system requirements are needed to participate as an end user?

What are its capabilities?

	Yes	No
Employees can self register for courses	jn	jn
Maintain records of training for compliance purposes	jn	jn
Evaluate and measure the effectiveness of training for individual and the organization	jn	jn
Launch and track courses/track progress	jn	jn
Come with online and live technical support	jn	jn
Configurable and scalable	jn	jn
Web based	jn	jn

Who can be listed for other departments to contact?

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Learning Management System (LMS) Software as a Service

* Is your LMS software as a service?

  jn Yes

  jn No

Learning Management System (LMS) Software as a Service

Which LMS software as a service do you have?

What system requirements are needed to participate as an end user?

What are its capabilities?

	Yes	No
Employees can self register for courses	ʃ	ʃ
Maintain records of training for compliance purposes	ʃ	ʃ
Evaluate and measure the effectiveness of training for individual and the organization	ʃ	ʃ
Launch and track courses/track progress	ʃ	ʃ
Come with online and live technical support	ʃ	ʃ
Configurable and scalable	ʃ	ʃ

Who can be listed for other departments to contact?

Learning Management System (LMS) Developed In-House Software

 * Was the LMS software developed in-house?

    jn Yes

    jn No

Learning Management System (LMS) Developed In-House Software

What are the capabilities of your in-house LMS?

	Yes	No
Employees can self register for courses	⊙	⊙
Managers can approve	⊙	⊙
Accounting can approve	⊙	⊙
Reports function	⊙	⊙
Matching training needs to training resources	⊙	⊙
Maintain records of training for compliance purposes	⊙	⊙
Evaluate and measure the effectiveness of training for individual and the organization	⊙	⊙
Launch and track courses/track progress	⊙	⊙
Configurable and scalable	⊙	⊙
Linked to an employee evaluation system	⊙	⊙
Web based	⊙	⊙

Who can be listed for other departments to contact?

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Microsoft Enterprise License Agreement (MELA)

* Do you use or have a Microsoft Enterprise License Agreement (MELA) that you are willing to share with other departments?

  jn Yes

  jn No

Microsoft Enterprise License Agreement (MELA)

Are you aware that your MELA may include free highly technical and practical Microsoft training?

◯ Yes

◯ No

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Microsoft Enterprise License Agreement (MELA)

	Yes	No
Do you Know who your MELA Department contract manager is?	⊙	⊙
Do you know what training services are available through this agreement?	⊙	⊙
Are you using 100% of your free training for your staff?	⊙	⊙
Would you be willing to share your training services offered with in this contract with other departments?	⊙	⊙

How many people get training under this contract?	How many courses do you have access to?	How are the courses conducted?

Who can be listed for other departments to contact?

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e-Learning

* Have you purchased e-Learning for your employees?

(The delivery of a learning, training or education program by electronic means. E-learning involves the use of a computer or electronic device (e.g. a mobile phone) in some way to provide training, educational or learning material.)

jn Yes

jn No

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e-Learning

From whom did you purchase the e-Learning?

What is the product name/brand name?

How many e-Learning licenses have you purchased?

What was the cost?

What is the monthly average of employees that access e-Learning?

What types of courses are included?

	Yes	No
Soft skills (management, supervision, communication)	○	○
IT training	○	○
Other technical training (accounting, engineering, scientific)	○	○

How would you compare e-learning effectiveness to instructor led training?

e-Learning is...

	More Effective	Equally Effective	Less Effective
Soft skills	○	○	○
IT training	○	○	○

Do you use any other innovative approaches to developing or delivering training?

○ Yes

○ No

If yes, please explain.

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Training Room Resources

* Do you have a training room(s) you would be willing to make available to other departments at no cost?

  jn Yes

  jn No

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Training Room Resources

Please complete the following for each training room(s) available to other departments at no cost.

1st Training Room Available.

1st Room Name	
Department	
Room Location (Address):	
Address 2:	
City/Town:	
ZIP:	
Country:	
Room Coordinator Contact Email:	
Room Coordinator Contact Phone Number:	

1st Room Equipment/Capabilities

	Yes	No
Videoconferencing	j	j
Projector	j	j
Projector Screen	j	j
White Board	j	j
DVD or VCR	j	j
Tables/Chairs	j	j
Auditorium	j	j

2nd Training Room Available.

2nd Room Name	
Department	
Room Location (Address):	
Address 2:	
City/Town:	
ZIP:	
Country:	
Room Coordinator Contact Email:	
Room Coordinator Contact Phone Number:	

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2nd Room Equipment/Capabilities

	Yes	No
Videoconferencing	⊙	⊙
Projector	⊙	⊙
Projector Screen	⊙	⊙
White Board	⊙	⊙
DVD or VCR	⊙	⊙
Tables/Chairs	⊙	⊙
Auditorium	⊙	⊙

3rd Training Room Available.

3rd Room Name	
Department	
Room Location (Address):	
Address 2:	
City/Town:	
ZIP:	
Country:	
Room Coordinator Contact Email:	
Room Coordinator Contact Phone Number:	

3rd Room Equipment/Capabilities

	Yes	No
Videoconferencing	⊙	⊙
Projector	⊙	⊙
Projector Screen	⊙	⊙
White Board	⊙	⊙
DVD or VCR	⊙	⊙
Tables/Chairs	⊙	⊙
Auditorium	⊙	⊙

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4th Training Room Available.

4th Room Name	
Department	
Room Location (Address):	
Address 2:	
City/Town:	
ZIP:	
Country:	
Room Coordinator Contact Email:	
Room Coordinator Contact Phone Number:	

4th Room Equipment/Capabilities

	Yes	No
Videoconferencing	☐	☐
Projector	☐	☐
Projector Screen	☐	☐
White Board	☐	☐
DVD or VCR	☐	☐
Tables/Chairs	☐	☐
Auditorium	☐	☐

5th Training Room Available.

5th Room Name	
Department	
Room Location (Address):	
Address 2:	
City/Town:	
ZIP:	
Country:	
Room Coordinator Contact Email:	
Room Coordinator Contact Phone Number:	

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5th Room Equipment/Capabilities

	Yes	No
Videoconferencing	☐	☐
Projector	☐	☐
Projector Screen	☐	☐
White Board	☐	☐
DVD or VCR	☐	☐
Tables/Chairs	☐	☐
Auditorium	☐	☐

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Social Media

The State of CA multimedia website for state agencies is at http://www.ca.gov/multimedia.html and includes CA agency social networking, blogs (ie Facebook, Twitter, linked in, govloop), Photographs (Flickr and galleries), Videos (including CA YouTube channel, ITunes U), ebooks, podcasts, and webcams.

In addition, the State Library offers free, online learning tools such as Safari, nationwide newspapers, and professional journals.

What is your department-wide access for social media?

	Completely Blocked	Limited Access	Not Blocked	Other
Facebook	◯	◯	◯	◯
Twitter	◯	◯	◯	◯
LinkedIn	◯	◯	◯	◯
GovLoop	◯	◯	◯	◯
Digg	◯	◯	◯	◯
Flickr	◯	◯	◯	◯
CA Channel on YouTube	◯	◯	◯	◯
ITunes U	◯	◯	◯	◯

Other (please specify)

[   ]

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Thank You!

Thank you for your time and completing this survey.